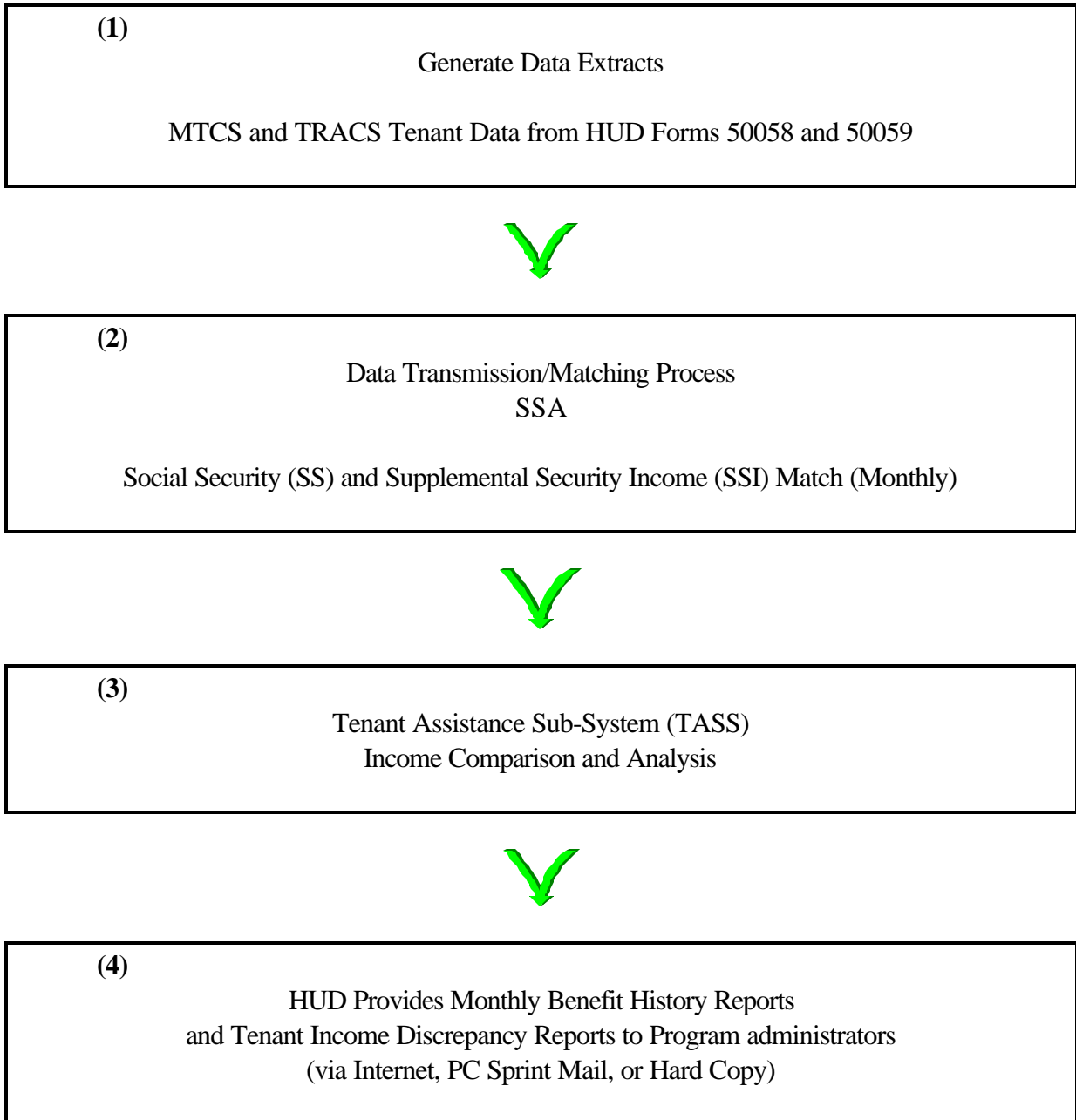# CHAPTER II

HUD COMPUTER MATCHING OF SOCIAL SECURITY
AND SUPPLEMENTAL SECURITY INCOME

The following shows the process flow for the automated systems used in computer matching.

(1)

Generate Data Extracts

MTCS and TRACS Tenant Data from HUD Forms 50058 and 50059

(2)

Data Transmission/Matching Process
SSA

Social Security (SS) and Supplemental Security Income (SSI) Match (Monthly)

(3)

Tenant Assistance Sub-System (TASS)
Income Comparison and Analysis

(4)

HUD Provides Monthly Benefit History Reports
and Tenant Income Discrepancy Reports to Program administrators
(via Internet, PC Sprint Mail, or Hard Copy)

A.   Tenant Data Used in Matching

The HUD data used in computer matching comes from two sources:

- the Multifamily Tenant Characteristics System (MTCS) receives its source data from the automated Form HUD-50058 data that HAs submit to HUD and
- the Tenant Rental Assistance Certification System (TRACS) receives its source data from the Form HUD-50059 data that O/As submit to HUD.

The Tenant Assessment Sub-System (TASS) contains MTCS and TRACS data and facilitates computer matching with the Social Security Administration to obtain SS and SSI information.

The MTCS Website is: http://www.hud.gov/pih/systems/mtcs/pihmtcs.html

The TRACS Website is: http://www.hud.gov:80/fha/mfh/trx/html/trxsum.html

B.   Program Administrators' Responsibilities for Submitting Tenant Data to MTCS and TRACS

To facilitate effective SS and SSI income matching, program administrators must submit complete, accurate and timely data regarding tenant:

- last names,
- social security numbers (SSNs),
- dates of birth, income by category, and
- (re)examination dates.

SS and SSI data will not be provided to a program administrator if MTCS or TRACS does not include tenant data or if the tenant data elements listed above are incomplete or inaccurate. Timely submission of transactions indicating the end of tenants' program participation is also critical to prevent generation of unnecessary SS and SSI reports.

Program administrators who have any questions regarding MTCS or TRACS submissions, should call the following numbers:

- For Form HUD-50058 or -50058-FSS, call 1-800-FON-MTCS (366-6827), Option 6; FAX (202) 755-1726.

- For Form HUD-50059, call 1-800-767-7588, Option 8; FAX (202) 401-7984.

C.   Monthly Matching to SS and SSI Data

Each month, HUD will extract tenant data from MTCS and TRACS for families with initial examinations or re-examinations completed 8 or 9 months prior to the current month (i.e., for families who will be re-examined in 3 or 4 months). The SS and SSI reports will be placed on the Internet on or about the 15th to the 20th of each month.

For HAs: For MTCS data, the extracted records are selected based on the "Projected Effective Date of Re-examination, if other than 12 months from Effective Date of Action" (if shown in MTCS) or the effective date of a tenant transaction. If the MTCS shows an interim re-examination date as the latest transaction date, then an SS/SSI verification report will be generated based on the initial admission month. This criterion is used because the annual re-examination frequently coincides with the admission month. Where this is not true, HAs will receive reports for tenants not due re-examination. These SS/SSI reports should be filed for later use when the re-examination is due.

For O/As: For TRACS data, the extracted records are selected based on the next scheduled re-examination date.

HUD provides the Social Security Administration (SSA) with tenant personal identifiers such as SSNs, names, and dates of birth. SSA sends HUD the SS and SSI data only for those individuals with matching personal identifiers. HUD compares the SSA-provided data to the reported income information shown in the TEVS tenant database. HUD then provides a copy of the following to each program administrator:

·   The SS and SSI Benefit History Report shows the current level of benefits and a history of SS and SSI benefits over the past 2 to 3 years for each family member.

·   The Tenant Income Discrepancy Report shows SS and SSI information for each family member with potential significant amounts of prior unreported or underreported income.

HUD receives SS and SSI data on a monthly basis from SSA via a batch processing mode. *HUD does not have query access to SSA's databases; therefore, individual tenant SS and SSI queries of SSA data cannot be done by a program administrator or by HUD.*

D.   Distribution to Program Administrators of SS and SSI Benefit History Reports and Tenant Income Discrepancy Reports

HUD will distribute these reports to program administrators using the following techniques:

•   A secure Internet facility. HUD makes all reports available to program administrators via the Internet facility. All program administrators should use the Internet method to receive reports as soon as possible. Chapter 4 of this Guide provides instructions for accessing, downloading and printing the reports from the Internet. Program administrator staff with Internet access will download their reports monthly.

- A print file automatically transmitted via PC SprintMail. This medium will require that program administrators develop or buy software from a vendor to print data received via SprintMail. O/A SprintMail reports will continue to be produced after O/A's access to the Internet. However, eventually HUD plans to discontinue SprintMail distribution of SS and SSI reports.

- Hard-copy reports mailed to HAs.   Once an HA starts using the Internet facility to obtain SS and SSI reports, the SS and SSI hard-copy reports will no longer be mailed.   HUD will not mail hard-copy reports to O/As. At a future date to be determined HUD plans to discontinue mailing SS and SSI reports to HAs.